

EXECUTIVE SECRETARIAT ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS				
5	DDI				
6	DDA				
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO				
15	D/PERS				
16	VC/NIC				
17					
18					
19					
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22					

SUSPENSE _____ Date _____

Remarks To #6: For coordination and designation of personnel to attend the Awards Program. Please notify Ms. Walder as to the Primary or Alternate by 21 Nov 86.

Executive Secretary
17 Nov 86
Date

ROUTING AND TRANSMITTAL SLIP

Date

18 NOV 86

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DIRECTOR OF MEDICAL SERVICES		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - FOR ACTION: PLEASE DESIGNATE PERSONNEL TO ATTEND THE AWARDS PROGRAM. PLEASE NOTIFY MS. WALDER AS TO THE PRIMARY AND ALTERNATE ATTENDEES.

SUSPENSE: 21 NOVEMBER 1986

cc: D/Personnel for info.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
EXA/DDA	
	Phone No.

5041-102

*USGPO: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
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*Metropolitan Washington
Field Federal
Safety And Health Council*

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November 13, 1986



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Honorable William J. Casey
Administrator
Central Intelligence Agency
Washington, D.C. 20505

DDA REGISTRY

12-1

Honorable William J. Casey:

The Metropolitan Washington Field Federal Safety and Health Council appreciates the support that the Central Intelligence Agency has given us for the past three years. Your agency's support has made it possible for our council to successfully meet the mandates of the Occupational Safety and Health Administration's Basic Program elements for Federal Employee Occupational Safety and Health Programs.

We would like to recognize the agencies who have supported and helped the council to achieve the success that is now being enjoyed. In this regard we would like to present you with an award at our Third Annual Awards Program on December 5, 1986. If you are unable to attend, please provide an alternate.

The Awards Program will be held in the U.S. Department of Labor Auditorium on December 5, 1986, at 9:30 a.m., and will last for approximately two hours. The guest speaker will be Ms. Donna Alverado, Director of ACTION.

Please contact Mrs. Vandalia D. Walder, Awards Chairperson, by November 21, 1986, to inform her if you can attend or who the alternate will be. Mrs. Walder's address is: U.S. Government Printing Office, Safety Branch -STOP- OH, North Capitol & H. Sts. NW., Washington, D.C. 20401.

If you would like to forward the abovementioned information by telephone, Ms. Walder can be reached between the hours of 7:30 a.m. to 4:00 p.m. on 275-2767. You may allow as many employees from your agency to attend our program.

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Once again, we thank you for your continued support and we look forward to seeing you or a representative at our program on December 5, 1986.

Sincerely,

Gloria J. Brown

for

GLORIA J. BROWN
Chairperson